

**XIIIA. Emergency Action Plan Program**  
**Nevada Division of Environmental Protection**  
**Chemical Accident Prevention Program**  
**Element Audit Checklist**

Revision 4, 7/6/16



<b>Facility:</b>	<b>Process(es) Covered:</b>		<b>HHS(s):</b>	
<b>Completion Score History</b>	<b>Date</b>	<b>Part A Score</b>	<b>Part B Score</b>	
	xx/xx/xxxx	xx%	xx%	
<b>A. PROCEDURE/POLICY REVIEW</b>				
<b>Documents Reviewed</b>				
<b>Date Reviewed</b>	<b>Title of Document</b>	<b>Rev. #</b>	<b>Date</b>	<b># Pgs.</b>
<b>1) EMERGENCY ACTION PLAN COMPONENTS</b>			<b>NAC Ref.</b>	<b>Resp. Code</b>
<i>Item #1 Completion Score – Weighted 25% of Part A</i>			<i>x / 10 = xx%</i>	
<b>Emergency Action Plan Procedures</b>			459.9544(2a)	
i. Does the Emergency Action Plan provide procedures for reporting emergencies (such as manual pull box alarms, public address systems, radio or telephones) for the following:			459.9544(2a)	
a. Fires?			459.9544(2a)	
b. Flammable Gas Release?			459.9544(2a)	
c. Toxic Gas Release?			459.9544(2a)	
d. Medical Emergencies?			459.9544(2a)	
e. Other Emergencies?			459.9544(2a)	
ii. Does the Emergency Action Plan provide procedures for emergency evacuation, including type of evacuation and exit route assignments, for the following:			459.9544(2a)	
a. Fires?			459.9544(2a)	

Response Code (Point Value): Y = Yes (1), N = No (0), NA = Not Applicable (Not Scored), U = Undetermined (0), P = Partially Satisfied (1/2), NR = Not Reviewed (Not Scored), R = Reviewed (1)

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b. Flammable Gas Release?		459.9544(2a)	
c. Toxic Gas Release?		459.9544(2a)	
d. Other Emergencies?		459.9544(2a)	
iii. Does the Emergency Action Plan provide procedures to be followed by employees who remain to operate critical plant operations for identified emergencies before they evacuate, in the event of the following:		459.9544(2a)	
a. Fires?		459.9544(2a)	
b. Flammable Gas Release?		459.9544(2a)	
c. Toxic Gas Release?		459.9544(2a)	
d. Other Emergencies		459.9544(2a)	
iv. Does the Emergency Action Plan provide procedures to account for all personnel after emergency evacuation has been completed, such as:		459.9544(2a)	
a. Facility employees?		459.9544(2a)	
b. Contractor employees?		459.9544(2a)	
c. Visitors?		459.9544(2a)	
v. Does the Emergency Action Plan describe the extent of rescue and medical duties (not related to HAZMAT response) and assign employee's the responsibility to perform those duties?		459.9544(2a)	
vi. Does the Emergency Action Plan provide the names (or regular job titles) of persons or departments who can be contacted for further information or explanation of duties under the plan?		459.9544(2a)	
<b>Employee Alarm System</b>		459.9544(2a)	
vii. Does the EAP describe the types of employee alarms that trigger the Emergency Action Plan, including:		459.9544(2a)	
a. What activates the alarm (gas sensor, manual pull-box, smoke sensor UV/IR, etc)?		459.9544(2a)	

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b. What the employee alarm indicators look or sound like?		459.9544(2a)	
c. The location of the alarm indicators?		459.9544(2a)	
d. Where do signals go (alarm indicator, off-site alarm company, emergency responder, other)?		459.9544(2a)	
e. Is the alarm system consistent with the Safety System Description?		459.9544(2a)	
viii. Is the employee alarm system consistent with identified emergencies?		459.9544(2a)	
a. Fires?		459.9544(2a)	
b. Flammable Gas Release		459.9544(2a)	
c. Toxic Gas Release		459.9544(2a)	
d. Medical Emergencies		459.9544(2a)	
e. Other emergencies		459.9544(2a)	
<b>Training Requirements</b>		459.9544(2a)	
ix. Are employees designated and trained to assist in the safe and orderly emergency evacuation of employees?		459.9544(2a)	
x. Is the plan reviewed with each employee at the following times: <i>Refer to Training Syllabus in Data Form</i>		459.9544(2a)	
a. When the plan is developed or the employee is assigned initially to a job?		459.9544(2a)	
b. Whenever the employee's responsibilities or designated actions under the plan change?		459.9544(2a)	
c. When the plan is changed?		459.9544(2a)	
<b>Notes/Comments Pertaining to Responses to Questions under Issue 1):</b>			

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2) EMPLOYEE ALARM SYSTEMS	NAC Ref.	Resp. Code
<i>Item #2 Completion Score – Weighted 25% of Part A</i>	$x / 16 = \mathbf{xx}\%$	
<b>General Alarm Requirements</b>	459.9544(2a)	
i. Does the employee alarm system appear to provide warning for necessary emergency action as called for in the emergency action plan, or for reaction time for safe escape of employees from the work-place or the immediate work area, or both?	459.9544(2a)	
ii. Is the employee alarm capable of being perceived above ambient noise or light levels by all employees in the affected portions of the work place?	459.9544(2a)	
iii. Is the employee alarm distinctive and recognizable as a signal to evacuate the work area or to perform actions designated under the emergency action plan?	459.9544(2a)	
iv. Does the facility post emergency telephone numbers near telephones, or employee notice boards, and other conspicuous locations when telephones serve as a means of reporting emergencies?	459.9544(2a)	
v. Where a communication system also serves as the employee alarm system, do all emergency messages have priority over all non-emergency messages?	459.9544(2a)	
vi. Have procedures been established for sounding emergency alarms in the workplace? For those facilities with 10 or fewer employees in a particular workplace, direct voice communication is an acceptable procedure for sounding the alarm provided all employees can hear the alarm. Such work-places need not have a back-up system	459.9544(2a)	
<b>Alarm Installation and Restoration</b>	459.9544(2a)	
vii. Are all devices, components, combinations of devices or systems constructed and installed to comply with this standard are approved? Steam whistles, air horns, strobe lights or similar lighting devices, or tactile devices meeting the requirements of this section are considered to meet this requirement for approval.	459.9544(2a)	
viii. Are all employee alarm systems restored to normal operating condition as promptly as possible after each test or alarm?	459.9544(2a)	
ix. Are spare alarm devices and components subject to wear or destruction, available in sufficient quantities and locations for prompt restoration of the system?	459.9544(2a)	
x. Are manually operated actuation devices for use in conjunction with employee alarms unobstructed, conspicuous and readily accessible?	459.9544(2a)	
<b>Alarm System Maintenance and Testing</b>	459.9544(2a)	
xi. Are all employee alarm systems maintained in operating condition except when undergoing repairs or maintenance?	459.9544(2a)	

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xii. Is a test of the reliability and adequacy of non-supervised employee alarm systems is made every two months? Is a different actuation device used in each test of a multi-actuation device system so that no individual device is used for two consecutive tests?	459.9544(2a)	
xiii. Are power supplies maintained or replaced as often as is necessary to assure a fully operational condition? Are back-up means of alarm, such as employee runners or telephones, provided when systems are out of service?	459.9544(2a)	
xiv. Is employee alarm circuitry installed after January 1, 1981 supervised, if it is capable of being supervised? Will it provide positive notification to assigned personnel whenever a deficiency exists in the system?	459.9544(2a)	
xv. Are all supervised employee alarm systems are tested at least annually for reliability and adequacy?	459.9544(2a)	
xvi. Is the servicing, maintenance and testing of employee alarms done by persons trained in the designed operation and functions necessary for reliable and safe operation of the system?	459.9544(2a)	
<b>Notes/Comments Pertaining to Responses to Questions under Issue 2):</b>		
<b>3) EMERGENCY ACTION PLAN COORDINATION</b>	<b>NAC Ref.</b>	<b>Resp. Code</b>
<i>Item #3 Completion Score – Weighted 25% of Part A</i>	$x / 3 = \mathbf{xx}\%$	
i. Is an appropriate mechanism in place to inform the emergency responders of a need for response to each of the emergencies identified in the EAP?	459.9544(2b)	
ii. Has the facility identified emergency responders?	459.9544(2c)	
a. Fire Department	459.9544(2c)	
b. HAZMAT Responder	459.9544(2c)	
c. Emergency Medical Responder	459.9544(2c)	
d. Law Enforcement	459.9544(2c)	
iii. Have response actions for accident scenarios been coordinated with the fire department	459.9544(2c)	
a. Has the facility reviewed the written EAP and appropriate mechanisms for notifying responders with responders?	459.9544(2c)	
b. Has facility retained minutes of meetings with responders, recording topics discussed and requirements or recommendations of the responders?	459.9544(2c)	

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c. Have the facility and responders determined a frequency for periodic update of information		459.9544(2c)	
<b>Notes/Comments Pertaining to Responses to Questions under Issue 3):</b>			
<b>4) MANAGEMENT PLAN AND DOCUMENT CONTROL</b>		<b>NAC Ref.</b>	<b>Resp. Code</b>
<i>Item #4 Completion Score – Weighted 25% of Part A</i>		$x / 2 = \mathbf{xx}\%$	
i. Is there a site-specific plan that addresses how the EAP requirements will be developed and maintained, including:		459.95341	
a. Document the names of person(s) who are members of the team with overall responsibility for the development, implementation and integration of the Emergency Action Plan Program Requirements?		459.95341	
b. Frequency of Emergency Action Plan review?		459.95341	
c. Events that prompt Emergency Action Plan reviews outside normal frequency?		459.95341	
d. How is the Emergency Action Plan coordinated with the fire department and other responders?		459.95341	
e. How the adequacy of alarm indication and detector placement is evaluated?		459.95341	
f. How the adequacy of the warning provided by the alarm is determined?		459.95341	
g. How alarm system maintenance is determined?		459.95341	
h. How Emergency Action Plan training is conducted and tracked?		459.95341	
ii. Is there a site-specific policy or procedure that addresses how Emergency Action Plan documentation is controlled to ensure that the most current information is in circulation and use?		459.95341	
<b>Notes/Comments Pertaining to Responses to Questions under Issue 4):</b>			
<b>General Records Audit/Review Notes/Comments:</b>			



<b>B. ON-SITE INSPECTION - RECORDS AUDIT</b>				
<b>RECORDS IN FACILITY NOT PROVIDING HAZMAT RESPONSE TO AN INCIDENT</b>				
<b>1) DOCUMENT AVAILABILITY</b>			<b>NAC Ref.</b>	<b>Resp. Code</b>
<i>Item #1 Completion Score – Weighted 20% of Part B</i>			<i>x / 2 = xx%</i>	
i. Are EAP Manuals, or pertinent sections, available to employees?			459.9544(2a)	
ii. Are the available EAP Manuals, or pertinent sections, of the most recent revision?			459.9544(2a)	
<b>Notes/Comments Pertaining to Responses to Questions under Issue 1):</b>				
<b>2) SELECT 2 TO 4 TRAINING FILES/RECORDS TO REVIEW AGAINST ACTUAL PRACTICE</b> <i>List on the Following Table:</i>			<b>NAC Ref.</b>	<b>459.9544</b>
<i>Item #2 Completion Score – Weighted 40% of Part B</i>			<i>x / 4 = xx%</i>	
#	Employee ID # or Name	Description of Responsibility During an Emergency		
i				
ii				
iii				
iv				
<b>Inquiry/Observation</b>			<b>Response Code :</b>	
			i	ii
<b>Required Training Topics (Y - indicates documented training &amp; passing score on test, refer to training syllabus for specific classes)</b>				

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a. Hazard and emergency recognition				
b. Emergency Action Plan				
<b>Duty-Specific Training Topics (Y - indicates documented training &amp; passing score on test or certificate, refer to training syllabus for specific classes)</b>				
c. Rescue or Medical Training				
d. Emergency Plant Operation Procedures (such as shutdown during or after evacuation)				
<b>Completeness of Training and Comprehension Verification</b>				
e. Does the training compliment the employee's responsibility during an emergency?				
<b>Notes/Comments Pertaining to Responses to Questions under Issue 2):</b>				
<b>3) COORDINATION VERIFICATION</b>	<b>NAC Ref.</b>		<b>Resp. Code</b>	
<i>Item #3 Completion Score – Weighted 40% of Part B</i>	$x / 1 = \mathbf{xx}\%$			
i. Has NDEP-CAPP verified coordination between facility and emergency responders?	459.9544(2c)			
<b>Notes/Comments Pertaining to Responses to Questions under Issue 3):</b>				
<b>General On-Site Inspection Notes/Comments:</b>				